

# NOTICE OF LOSS TO STATE PROPERTY OR FACILITY

## INSTRUCTIONS

1. Fully photo all losses
2. Do not throw out anything without first taking photographs and making an inventory list
3. Contact the Bureau of Risk Management at 609-984-0123 as soon as possible for further instructions
4. Please complete the form as fully as possible. Written form must be received within 5 days of discovery of loss
5. Fax this completed form to the Bureau of Risk Management at 609-292-3046

## Location of Loss

1. Name of Agency or Department

Municipality / State / Zip Code of Loss:

Floor / room / or other location where loss originated:

Common Name of Facility

( State House, Justice Complex etc):

Is the property leased? ☐ yes ☐ no ☐ not sure

If yes, State the Name, address and phone number of the Lessor or property manager

## Contact Information

Name and Title of Agency Contact Person

Address of Agency Contact Person

Phone

E-mail

Fax

## Details of Loss

Date of Loss

Time of Loss or  
Discovery

Type of Loss: ☐ broken pipe ☐ broken sprinkler head  
☐ fire ☐ flood ☐ wind ☐ theft  
☐ Other \_\_\_\_\_

Description of Occurrence:

Description of Losses (Buildings and items)

Estimated amount of loss

(please state both the amount  
and indicate range)

\$ \_\_\_\_\_

☐ \$-0- to \$100,000

☐ \$500,000—\$1,000,000

☐ \$100,000 to \$500,000

☐ greater than \$1,000,000

Name and contact information  
Of persons injured:

Name and address and phone no.  
Of people who may have any information  
Regarding the occurrence or losses

Name of Police or Fire Department at the scene

IF THE PROPERTY IS LEASED

Name and address and phone number  
Of property manager

Has the property manager or landlord been notified ☐ No ☐ Yes by phone ☐ Yes in writing ☐ Yes in person